



**COMPETENT PERSON SCHEME**

# **GUIDANCE NOTE**

**TECHNICAL COMPETENCE REQUIREMENTS FOR  
ACCREDITED CERTIFIERS AND COMPETENT INSTALLERS**



## INTRODUCTION

The purpose of this note is to explain the role of Accredited Certifier and provide guidance on the qualifications necessary to carry out the duties concerned.

## THE ROLE OF THE ACCREDITED CERTIFIER

The key to the operation of Competent Persons Schemes in England and Wales is that businesses that meet the required commercial, business and technical standards and become members of a scheme relevant to the type of work they carry out can then self-certify that completed work complies with the Building Regulations.

However, this self-certification process can only be undertaken by employees who have the necessary technical competence and knowledge of the Building Regulations. Moreover, these individuals must be designated by the business and registered with the Competent Persons Scheme before they can undertake any self-certification duties.

Under BESCA's Competent Persons Scheme for England and Wales, these individuals are called Accredited Certifiers and businesses must have at least one designated Accredited Certifier to undertake self-certification work under the scheme. Most, in particular larger companies, would need a number of Accredited Certifiers appropriate to the size and complexity of the business.

Accredited Certifiers can nominate Competent Installers who are employed by the business. The Competent Installer may be carrying out the same or another related work type. This allows the Accredited Certifier to manage the business needs and extend its scope of work types and utilise the full skill set that it has within the business. Typically an Accredited Certifier will meet the required Minimum Technical Competency, as set out below, for one or more disciplines and then nominate further Competent Installers to operate under their control.

In essence, some of the statutory inspection and certification duties of Local Authority Building Control Inspectors are devolved to the business actually undertaking the work. The role of Accredited Certifier, therefore, is not one to be designated or undertaken lightly.

Although BESCA requires evidence of an appropriate qualification as being indicative of competence, it is important to note that the business itself remains responsible for designation and ensuring that the individual does indeed have the necessary technical competence to self-certify the works concerned.

BESCA's auditors will consider the technical competence and Building Regulations knowledge of individual Accredited Certifier whilst undertaking initial audit/desktop assessments for new applicants to the scheme and at subsequent audits.

## MINIMUM TECHNICAL COMPETENCY

There are several routes to demonstrating the required competence, this will be made based on the Minimum Technical Competency (MTC) of each individual being registered under the scheme. Appendix A: Routes to Competency, gives a typical example for further guidance.

You can access the full MTC list at [www.besca.org.uk/cps](http://www.besca.org.uk/cps)

### AN ACCREDITED CERTIFIER/COMPETENT INSTALLER SHOULD EITHER:

- a) Hold an S/NVQ level 3 or higher in a related hvacr discipline; or
- b) Be registered as a Gold or Supervisory SKILLcard/ECS holder (or higher) under the Engineering Services SKILLcard Scheme. This will be accepted as proof of competence for the purposes of the scheme, or
- c) Hold a craft-based or technical/supervisory qualification within a related hvacr discipline that demonstrates the required level of 'underpinning knowledge' at equivalent to Level 3 or higher (see table overleaf), or
- d) Hold a relevant higher level qualification e.g. national certificate, higher national certificate or degree in building services engineering or related discipline. In addition,
- e) **All Accredited Certifiers must hold a Building Regulations Certificate of Competence that is endorsed by BESCA. Please contact the BESCA Helpdesk for more information. The course deals with the requirements of the Building Regulations and how BESCA's Competent Person Scheme works.**

Accredited Certifiers should have completed this course prior to businesses being accepted into the scheme, any Accredited Certifier who does not successfully complete training within three months of business registration will be unable to access the self-certification/notification system until such training is complete.

## ANNEX A: ROUTES TO COMPETENCY (EXAMPLE)

### COMMON MINIMUM TECHNICAL COMPETENCY REQUIREMENTS FOR COMMON PROCESSES FOR HOT WATER, COLD WATER AND 'WET' HEATING SYSTEM INSTALLATION WORK (DOMESTIC)

#### ROUTES TO DEMONSTRATING REQUIRED COMPETENCE

| ROUTE | QUALIFICATION/CERTIFICATION   | EXPERIENCE/EVIDENCE  | INSPECTION/ASSESSMENT |          |
|-------|---|--|-----------------------|----------|
|       |   |  | ON SITE               | OFF SITE |
| 1a    | Level 2 NVQ Diploma in Domestic Plumbing and Heating (QCF); <b>or</b><br>QCF Level 2 NVQ Diploma in Domestic Heating(QCF); <b>or</b><br>SVQ Level 3 in Plumbing.  | Must have evidence of work carried out to be able to demonstrate their practical competence for the scope for which they have applied in accordance with the competence requirements stated in this annex. | YES                   | NO       |
| 1b    | QCF unit achievement of unit(s):<br>D/602/2682 - Understand and carry out site preparation, and pipework fabrication techniques for domestic plumbing and heating systems <b>and</b><br>D/602/2939 - Install and Maintain domestic plumbing and heating systems, <b>or</b><br>R/602/2971 - Install and Maintain domestic heating systems; <b>or</b><br>SCQF unit achievement of unit(s):<br>F9H5 04 - Install and Commission Hot and Cold Water Systems <b>and</b><br>F9H5 06 - Install and Commission Central Heating systems. |  | YES                   | NO       |
| 1c    | NVQ Level 2 in Plumbing or domestic heating or Full craft Certificate in Plumbing or domestic heating.  |  | YES                   | NO       |
| 2     | Alternative certification that has been mapped to the competence requirements within this Annex and agreed by SummitSkills as aligning with the competence requirements within this annex and aligning with the related requirements for acceptance as alternative certification.   |  | YES                   | NO       |
| 3     | Registered with a Building Regulations Competent Person Scheme or certificated by another a UKAS Accredited Certification Body for the type of work covered in this Appendix.   |  | YES                   | NO       |
| 4     | Qualifications other than above or no formal qualification.   |  | YES                   | YES      |

#### NOTES

Route 4: Experienced Worker Assessments will be conducted by the registering Scheme Operator or Certification Body who shall assess the Enterprise's evidence of meeting the underpinning knowledge and practical competence requirements as stated in this annex. Note: Experienced worker assessment enables the competences within this annex to be assessed and demonstrated but do not lead to the award of a qualification.

This list is not exhaustive and other qualifications may be accepted after individual consideration and assessment. If there are other qualifications you feel should be listed then please contact the BESCA Helpdesk on 01768 460457 for guidance. You may be requested to supply a copy of the qualification with supporting information to demonstrate the suitability of the qualification, this in turn may have to be verified by others to confirm it meets the specified criteria outlined in the BESCA Scheme Handbook.

**Further information is available:**

<https://www.gov.uk/guidance/competent-person-scheme-current-schemes-and-how-schemes-are-authorised>